

## Worksheet: Assessing Systems Impacts

### 1. Assess Impacts and Develop Strategies

For the change your organization is facing, write down the impacted systems, the degree of the impact, a description of the impact, and a strategy for dealing with the impact for each system.

SYSTEMS AREA	DEGREE (substantial, moderate, little, none)	DESCRIPTION OF IMPACT	STRATEGY (short term and/or possible long term)
Policies and Procedures (delegations of authority, work processes, or customer procedures)			
Information and Communication (access to and distribution of information, common languages, and shared databases)			
People ( job design, selection and promotion, career opportunities, training performance management, and other people-related systems)			
Equipment and Facilities (computers, telephone system, physical configuration of work space, physical location of team members in relation to one another)			

### 2. Track Impacts

- ☐ Who will be involved in tracking systems impacts?
- ☐ What resources, training, or other support will they need?
- ☐ Who are the best sources of information on systems impacts? How can you include those who resist the change?
- ☐ How can you ensure that all stakeholders are involved?

- ☐ How will coordination and communication be managed?
- ☐ What method of tracking will be used (for example, a tracking form)?
  
- ☐ How will you develop solutions to issues and follow through on actions?
  
- ☐ Who will ensure that resources needed to resolve systems issues are available?